

## City of Columbus

**Date of Request:** 2-23-15  
**Date Required:** ASAP  
**Position:** Sports Manager  
**Department:** Columbus Parks and Recreation  
**Job Opening:** Full Time  
**Salary Range:** \$41,000-\$56,911  
**FLSA:** Exempt  
**Supervised By:** Director, Columbus Parks & Recreation  
**Supervises:** 2 Full Time & 10-15 Part-time/Seasonal Employees  
**Applications Deadline:** Until filled

Applications can be picked up in the Personnel Office at 123 Washington Street, Columbus IN 47201 or online at [www.columbus.in.gov](http://www.columbus.in.gov) on the Career link.

### Summary:

- Developing, documenting, evaluating, improving, and executing the processes involved with Hamilton Center Ice Arena, Sports Programs and Tournaments for Department.
- Direct day-to-day office duties.
- Oversee all Non-reverting budgets for Hamilton Center Ice Arena, Sports Programs and Tournaments.
- Maintain a good working relationship with multiple sport associations, volunteers, community, partnerships and businesses.
- Provide entire community with the highest quality Park and Recreation services.
- Deliver service in a professional and friendly manner.

### Job Requirements:

- Bachelors Degree in Recreation, Sports Management, or other closely related field.
- Five or more years of experience in the areas of Recreation and Sports Management which includes but not limited to facility management, project management, budget development and control, program development, staff supervision and training.
- Good written/oral communication skills and the ability to interact with community and national organizations.
- First Aid/CPR
- Valid Indiana driver's license or ability to obtain one immediately and good driving record, sufficient to be covered by city insurance.

### Essential Position Responsibilities:

- Direct programming for youth and adult sports.
- Plan and prepare yearly business plans and goals for Hamilton Center Ice Arena, Sports Programs and Tournaments.
- Work directly with Athletic Facilities Supervisor to plan and prepare yearly Capital Budget for Athletic Facilities and Hamilton Center Ice Arena which includes equipment and projects.
- Plan and prepare yearly budget for Sports Programs (Non-Reverting).
- Work directly with Athletic Facilities Supervisor to plan and prepare budget for Hamilton Center Ice Arena (Non-Reverting).
- Maintain expenses at or below budget.
- Participate in various board meetings and maintain a good working relationship with all sports associations, user groups, partnerships and volunteers.
- Implement, evaluate and improve management plans for Hamilton Center Ice Arena, Sports Programs and Tournaments.
- Meet regularly with Sports Coordinator, Hamilton Center Manager & Athletic Facility Supervisor on daily operations and schedules.

- Responsible for recruitment, selection and training for all vacant Full-time, Part-time/Seasonal positions.
- Motivate, lead and evaluate the performance of Full-time, Part-time/Seasonal positions.
- Evaluate and maintain inventory of supplies and other items needed to carry out management plans.
- Support all applicable safety and quality programs.
- Ability to complete multiple tasks without supervision.
- Proficiency in Word, Excel, Access, Outlook and Rec-Trac (Registration System).
- Pursue continuous improvement in Hamilton Center Ice Arena, Sports Programs and Tournaments.
- Must be able and willing to work later hours, weekends, holidays and overtime when needed.
- Provide the highest quality customer service.
- Represent the Parks & Recreation Department in a courteous, professional and friendly manner.
- Establish and maintain working relationships with multiple tournament organizations.
- Schedule various tournaments.
- Direct maintenance and content of multiple social media outlets.
- Procure sponsorships for various sports programs, tournaments and events.
- Project management.
- Perform all other duties as assigned.

**Judgment:**

Work is of a high degree of difficulty and complexity and is performed under direction of the Director of Parks and Recreation, with considerable latitude granted for exercise of independent judgment.

**Supervisory Responsibility:**

- Supervises Sports Coordinator and Hamilton Center Manager.
- Oversee Part-time/Seasonal staff for Concessions, Batting cages, tennis operations, multiple sports program supervisors.
- Operation of Lincoln Concession, Clifty Concession, Hamilton Center Concessions and Lincoln Park Batting Cage.
- Develop operating plans, goals, and objectives with measurable results.

**Relationships Responsibility:**

- Must work well with customers, both internal and external.
- Relationships, inside and/or outside the organization, on matters of considerable complexity and importance to the organization.

**Working Conditions:**

- More than ordinary exposure with considerations of weather and pressures resulting in stress or other job-related inconveniences.
- Will sometimes work evenings, weekends and mandatory overtime in order to effectively manage city's sports programs.

**Remarks:**

Bartholomew County or neighboring county resident within 180 days. Must have a good driving record, and will have a criminal background check and pre-employment drug screen after conditional offer of employment.

**Note:** *This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*

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**M/F/H/V**